

INSTRUCTIONS ON HOW TO ADD/CHANGE INCIDENT, CHANGE TITLE, DOCUMENT TYPE OR DOCUMENT DATE TO AN UPLOADED DOCUMENT.

Enter the case number and click on the UPLOAD Tab.

C.A.R.E. - Main Application - Windows Internet Explorer
https://juvenile.utcourts.gov/site/CARE.jsp

File Edit View Favorites Tools Help

Home FindCase My Workspace Case Party Incident Assess Petition **Upload** Minutes Acctg Order Fulfill Victim CaseLoad Service Admin E-Referral

Find Case Case Info. Relationships Federal Benefit Assignments Dispositions Cust. & Prob. Calendar

Documents Assessments CW Timeline Safe Info

Profile Addresses Phones Critical Messages Characteristics Aliases Notes Access GAL Activities

Save Save & New Cancel Upload Photo

Last Update Information: 03-28-2007 bbohannon Youth's Age 8 Party ID 800507

Case Creation Information: Unknown See Relationships Below

Reports: Case History - Long Case History - Speedy Sentencing Guidelines Victim List Case History/Incident Specific

CARE UPDATES
Current Release
Prev. Release
Email HelpDesk
Order Account Summary

All fields with (*) are required.

Case 504504

***** Youth's Mailing Address** Protected Address Reason

First Name * Kyler

Address Line 1 * 2617 ASTER CT

Middle Name

Case # 504504 - **Kyler Merett**- Jan 23, 2005

No Assigned Judge Clerk Clerk

Click on DOC LOOK UP.

C.A.R.E - Main Application - Windows Internet Explorer

https://juvenile.utcourts.gov/site/CARE.jsp

File Edit View Favorites Tools Help

Home FindCase My Workspace Case Party Incident Assess Petition Calendar Upload Minutes Acctg Order Fulfill Victim CaseLoad Service Admin E-Referral

Upload Maint

Find Upload New Social Document Upload New Legal Document New Hearing

Case Number 504504 Case District Office

Document Category Protected Social/Legal Juvenile Document Type

File Date Upload Date

Begin Date End Date

Upload Agency

TBD Find Agency Users Upload User List

Date	Category	Document	Title	Upload User Id Agency	Case	Incidents	View	Add/Remove Incidents	Attach Add'l Doc	Delete
No results exists for the specified criteria										

Order Account Summary

Case # 504504 - **Kyler Merett**- Jan 23, 2005

No Assigned Judge Clerk Clerk

javascript: void window.top.goMenu('/uploadDocumentsToDocmgr/UploadedDocumentsList');

Find the document you would like to Add/Remove Incidents, change Title, Document type or Date and click on ADD/REMOVE.

C.A.R.E - Main Application - Windows Internet Explorer

https://care.utcourts.gov/site/CARE.jsp

File Edit View Favorites Tools Help

Home FindCase Case Party Incident Assess Petition Calendar Upload Prot.Ord Minutes Acctg Order Fulfill Victim CaseLoad Service Admin E-Referral Profile

Upload Maint

CARE

Find Upload New Social Document Upload New Legal Document New Hearing

Case Number 1085303 Creator

Document Category Protected Social/Legal Juvenile Document Type

File Date Upload Date

Begin Date End Date

Date	Category	Document	Title	Creator	Case	Incidents	View	Add/Remove Incidents	Attach Add'l Doc	Delete
07-01-2013	Protected Legal Juvenile	Other Legal	Stipulations to Findings of Fact, Conclusions of Law, and Order	klewis2			1506	if Add/Remove	YES	Delete
					1085303	2				
					1085304	2				
					1085305	2				

CARE UPDATES

Current Release

Prev. Release

Email HelpDesk

Order Account Summary

Case # 1085303 - Amethyst Culp- Jul 16, 1999

CHILD WELFARE TIMELINE

Judge: M. Manley
Melissa A Parriott

INSTRUCTIONS TO ADD, CHANGE OR REMOVE AN INCIDENT.

Click on ADD INCIDENT.

https://care.utcourts.gov/?document_ref_num=558342&mode=addOrRemove - DocumentUpload - Windows Internet Explorer

Document Upload

Document must be PDF
Maximum Document Upload Size 5 MB

[New Hearing](#)

Protected Legal Juvenile

Case Number 1085303
Youth Name Culp, Amethyst

[Add Case](#)

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

[Remove Case](#)
[Add Incident](#)

Case Number 1085305
Youth Name Culp, Manney

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

[Remove Case](#)
[Add Incident](#)

Case Number 1085304
Youth Name Culp, Teagan

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

[Remove Case](#)
[Add Incident](#)

Document Category Protected Legal Juvenile
Document Type * Other Legal

Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Request, Miscellaneous correspondence to the court.

Document Title Stipulations to Findings of Fact, Conclusions of Law, and Order

Document Date * 07-01-2013

Doc Sealed ☐

File 15064409.pdf

[Save](#) [Cancel](#)

The Add Incident screen will show all of the Incidents associated with the case. Click on the box of the Incident you want to add and click OK.

https://care.utcourts.gov/?mode=uploadDocs&changeType=incident&editMode=false&document_ref_num= - Windows Internet Explorer

Find Cancel

Case Number 1085303

Amethyst Culp

SelectAll De SelectAll

All Incidents

	Open Incident#	Description	Intake Decision	Intake Decision Date
<input type="checkbox"/>	1	SHELTER HEARING	CW ONLY	05-30-2013 12:00 AM

OK

Once you add your incident it will take you back to the previous screen. You will see the incidents that you selected in the previous screen were added. Now you have the option to delete an incident. Choose the incident you want to delete and click on DELETE. The incident will be removed.

https://care.utcourts.gov/ - DocumentUpload - Windows Internet Explorer

Document Upload

Document must be PDF
Maximum Document Upload Size 5 MB

[New Hearing](#)

Protected Legal Juvenile

Case Number 1085303
Youth Name Culp, Amethyst

[Add Case](#)

Incidents [Remove Case](#) [Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date	
1	SHELTER HEARING	CW ONLY	05-30-2013 12:00 AM	Delete Delete
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM	

Case Number 1085305
Youth Name Culp, Manney

Incidents [Remove Case](#) [Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085304
Youth Name Culp, Teagan

Incidents [Remove Case](#) [Add Incident](#)



Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Document Category **Protected Legal Juvenile**

Document Type *

Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Request, Miscellaneous correspondence to the court.

Document Title

Document Date *  

Doc Sealed ☐

REMOVE/ADD A CASE TO A DOCUMENT

REMOVE- To remove a case from a document click on REMOVE CASE.

https://care.utcourts.gov/?document_ref_num=558342&mode=addOrRemove - DocumentUpload - Windows Internet Explorer

Document Upload
Document must be PDF
Maximum Document Upload Size 5 MB

[New Hearing](#)

Protected Legal Juvenile

Case Number 1085303
Youth Name Culp, Amethyst

[Add Case](#)

[Remove Case](#)

[Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085305
Youth Name Culp, Manney

[Remove Case](#)

[Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085304
Youth Name Culp, Teagan

[Remove Case](#)

[Add Incident](#)

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Document Category Protected Legal Juvenile
Document Type * Other Legal

Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Request, Miscellaneous correspondence to the court.

Document Title Stipulations to Findings of Fact, Conclusions of Law, and Order

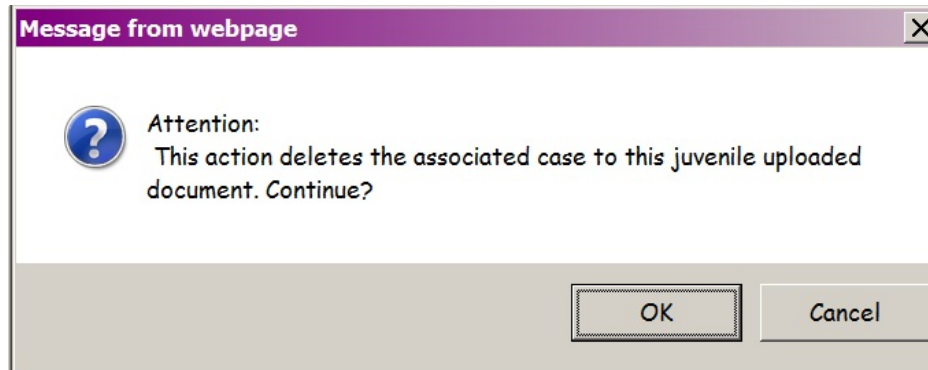
Document Date * 07-01-2013

Doc Sealed ☐

File 15064409.pdf

[Save](#) [Cancel](#)

A warning box will pop up telling you that this action deletes the associated case to this juvenile uploaded document. Continue? Click OK to delete or CANCEL if you have decided not to delete the case. If you click OK the case will be removed and will no longer be attached to the document. If you click CANCEL you will be taken back to the document screen.



ADD- To add a case to a document click on ADD CASE.

https://care.utcourts.gov/?document_ref_num=558342&mode=addOrRemove - DocumentUpload - Windows Internet Explorer

Document Upload

Document must be PDF
Maximum Document Upload Size 5 MB

New Hearing

Protected Legal Juvenile

Case Number 1085303
Youth Name Culp, Amethyst

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085305
Youth Name Culp, Manney

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085304
Youth Name Culp, Teagan

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

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Save Cancel

Type in the case number and choose your incident type from the drop down box.

https://care.utcourts.gov/?mode=uploadDocs&changeType=case&document_ref_num=558342 - CaseIncid... - Windows Inter...

Find **Cancel**

Case Number 1033811   

SelectAll **De SelectAll** 

Open Incidents
All Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
No results found, not a valid Case Number.			

Choose the Incident that you want to attach to the document and click OK. This case has now been added to the document.

https://care.utcourts.gov/ - CaseIncidentLookUpForDocs - Windows Internet Explorer

Find **Cancel**

Case Number ->

Summer Fawn Hall

SelectAll **De SelectAll**

All Incidents

	Open Incident#	Description	Intake Decision	Intake Decision Date
<input type="checkbox"/>	3	HABITUAL TRUANT CITATION	PET	03-13-2013 12:00 AM
<input type="checkbox"/>	2	CONTEMPT - NON-PECUNIARY	OSC	12-22-2010 12:00 AM
<input type="checkbox"/>	1	HABITUAL TRUANT CITATION	PET	04-12-2010 12:00 AM

OK

CHANGE DOCUMENT TYPE, TITLE AND DATE

You can change the Document Type, Document Title and Document date in this screen. To change the Document Type click on the Drop down box and select a new Document Type. To Change the Document Title or Date type your changes in the appropriate box. Once you have made all of your changes click SAVE. You can now exit this screen.

https://care.utcourts.gov/?mode=deleteIncs&caseNumber=1085303&incidentId=1&document_ref_num=558 - Windows Internet Explorer

New Hearing

Protected Legal Juvenile

Case Number 1085303 Add Case

Youth Name Culp, Amethyst

Incidents Remove Case Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085305 Add Case

Youth Name Culp, Manney

Incidents Remove Case Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

Case Number 1085304 Add Case

Youth Name Culp, Teagan

Incidents Remove Case Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date
2	CHILD WELFARE PROCEEDING	CW ONLY	05-31-2013 12:00 AM

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Save Cancel